

## **Minutes of the Judiciary and Law Enforcement Committee – June 19, 2009**

Chair Bonne Morris called the meeting to order at 8:31 a.m.

**Committee Members Present:** County Board Supervisors Bonnie Morris (Chair), John Pledl, Dave Falstad, Peter Wolff (arrived at 8:50 a.m.; left at 10:21 a.m.), Kathleen Cummings Jean Tortomasi.

**Absent:** Supervisor Paul Decker

**Also Present:** Legislative Policy Advisor Ann Olson, Legislative Associate Karen Phillips, Sheriff Dan Trawicki, Deputy Inspector Eric Severson, Emergency Management Coordinator William Stolte, Senior Budget Analyst Lyndsay Johnson, Medical Examiner Dr. Lynda Biedrzycki, Emergency Management Programs Assistant Kathy Schwei, Emergency Preparedness Director Richard Tuma, Jail Administrator Mike Giese, Inspector Steve Marks, Business Manager Tom Koth

### **Approval of Minutes – May 15, 2009**

MOTION: Falstad moved, second by Cummings, to approve the minutes of May 15, 2009. Motion carried 5-0.

### **Executive Committee Report of June 15, 2009**

Morris reviewed the items discussed at the Executive Committee meeting of June 15, 2009:

- Ordinances (2)
- Approval of Appointments
- Update of FEMA Training held in Emmitsburg, MD

### **Reports from Committee Member Liaisons**

Morris reviewed the items discussed at the CJCC Executive Committee on June 15, 2009:

- Approval of the recommendations from the Alcohol Workgroup for sentencing options – treatment options and alternatives to keep people out of jail.
- Approval of recommendations from the Strategic Planning session
- The CJCC will soon appoint a new citizen member

Tortomasi provided an update on the procurement process of the new dispatch system and the anticipated timeline over the next several months.

### **Future Meeting Dates**

- July 17, 2009

### **Sheriff's Department - 2009 Budget Update**

Koth distributed a handout titled *2009 Budget Projection Highlights - Waukesha County Sheriff's Department*. Trawicki reviewed the summary of the budget appropriations as listed on the handout:

- Personnel - \$153,502 under budget mainly due to vacancy and turnover; four deputy positions are open – two correctional officers and two in the military who are deployed overseas. (\$200,000 is budgeted for inmate transfer to other facilities should the Waukesha County jail be full – none of the money has been spent so far)
- Operations – About \$102,000 projected over budget; the regular jail population has been higher than expected. Higher canteen costs are offset by \$38,000 in higher revenue, but they are still \$55,000 over budget in food costs for the increased number of inmates.
- Interdepartmental – About \$234,000 under budget, due to lower than projected gasoline costs. Repair costs are about \$33,000 below budget.

- Fixed Assets – Standard, no increase or decrease
- Revenues – Below expectations, partially because of the reduction in the Delafield Police contract. The Huber unemployment rate has increased from 22% to 37%, resulting in less Huber board revenues. The Process Department has also had a projected reduction due to the increased use of private process servers, who can perform the task at a lower cost.

Trawicki stated that the Sheriff's Department is projecting to be about \$243,000 below budget overall this year, noting they have also been under budget for the past six years. He stated that staff works diligently to maintain standards of operation while staying within budget limitations.

Wolff arrived at 8:50 a.m.

In answer to questions raised by the Committee, Trawicki further discussed issues including prisoner transfers, municipal holds, and federal inmates in the County Jail. He noted that the federal government would be increasing the per day fee paid from \$65 to \$77 for each inmate (present number of federal inmates in the Waukesha County Jail is 54).

Morris inquired whether the County Voluntary Unpaid Leave program would have any effect the department. Trawicki stated there have been no requests so far. Marks added that he expects there will be a few requests, but the impact would not be significant.

Morris acknowledged the recent recognition of the Waukesha County Sheriff's Department Citizen Academy Program, as featured in the Milwaukee Journal-Sentinel.

Trawicki also informed the Committee of the Sheriff's Department recent reaccreditation. The Waukesha County's Sheriff's Department is the first and only Sheriff's Department in the State to be accredited by the Wisconsin Law Enforcement Accreditation Group. Trawicki stated it is a lengthy process. The entire department is evaluated to make sure they are compliant with State standards.

Trawicki concluded with a review of the pamphlet about the Wisconsin Statewide VINE Service. VINE (Victim Information & Notification Everyday) provides victims, families, and other community members the status of individuals placed in the County jails. Cummings requested extra copies of the pamphlet for distribution to the Waukesha city council members.

Severson gave a brief overview of the Integrated Emergency Management Course that he attended in Emmitsburg, Maryland.

### **Department of Emergency Management - 2008 and 2009 Budget Updates**

Johnson distributed the handout titled *2009 Disaster Management – Budget History and Current Year Status*. She reviewed the highlights of the *Financial Summary*, noting that there is nothing atypical this year in comparison to other years.

- Revenues: A significant amount of the Department of Disaster Management money is received through grants. The Department does not usually receive its first revenue payment from the *EMPG Grant* until June or July. *Other StateAid* is mostly UASI and other grant awards. These are reimbursement grants so there is a significant timeframe between when the money is spent and when the revenue is received. *Other Revenue* is mainly FEMA reimbursement for weather related events in February and June of 2008.
- Expenditures: The 2009 *Personnel Costs* are higher than 2008 mainly due to the addition of temporary extra help position for the UASI Grant funded CERT training. *Operating Expenses*

are somewhat lower largely due to the citizen preparedness activities not repeated in the first five months of 2009.

In closing, Johnson stated that no significant problems are anticipated in the 2009 Disaster Management Budget. To answer Tortomasi's question, Schwei provided further explanation of the typical amount of time between submission for reimbursement and the receipt of the monies for the various programs.

Johnson continued with a review of the *2009 Hazardous Materials Budget History and Current Year Status*. She reviewed the highlights of the *Financial Summary* as follows:

- Revenues: The Department typically does not receive the money from the Emergency Planning and Community Right to Know (EPCRA) Grant until June or July.
- Expenditures: *Personnel Costs* are running as expected. The main expenditure under *Operating Expenses* is for the contract with the City of Waukesha for the Hazardous Materials Response Team; this payment is not made until the second half of the year.

In conclusion, Johnson stated there is nothing atypical with the 2009 Hazardous Materials Budget.

Stolte added that on a positive note, the EMPG funding would be going up for next year, to approximately \$161,000.

**Discuss and Consider Ordinance 164-O-024: Accept Homeland Security-Urban Area Security Initiative FY2006 Program Funding And Modify The Emergency Preparedness 2009 Budget To Appropriate Grant Revenues And Expenditures For Personal Protective Equipment**

MOTION: Wolff moved, second by Tortomasi, to approve Ordinance 164-O-024.

Stolte explained this ordinance to accept \$7,000 in returned federal Homeland Security funding from the 2006 Milwaukee Area UASI allocation. The grant funding would be used to purchase additional medical supplies for use during a public health or other medical emergency (with special consideration of the recent influenza outbreak and possible resurgence), to protect first responders, prevent cross-contamination and minimize potential exposure. The items purchased would include respirator and surgical masks, hand sanitizer, and various sanitizing wipes and sprays.

Motion carried 6-0.

Morris requested that Stolte contact Public Health regarding the installation of hand sanitizers within the Courthouse campus buildings.

**Update on the Integrated Emergency Management Course**

Stolte distributed a handout titled *Waukesha Specific Integrated Emergency Management Course (IEMC)*. He stated that the document provides a basic overview of the issues. He reviewed the summary as outlined, including the strengths identified and the improvements that were determined to be needed. Improvements were categorized in the following areas: Personnel, Planning, Training, Exercising, and Facilities.

Stolte stated that many of the municipalities do not have an active emergency manager; rather, they rely on the County's Emergency Management staff for guidance. The Incident Management Team concept worked well; however, there are still some training issues that need follow-up. Additional exercises and training are needed for people to become more familiar with the processes. Stolte stated that personnel recognized that the EOC is too small to manage a major countywide disaster situation

effectively. Designating the Highway building as an alternative site may be too close in a disaster impacting the existing EOC.

Morris stated she had no prior emergency management training. The IEMC was a great learning experience for her. Morris and Tuma acknowledged Stolte and Schwei for their extraordinary efforts throughout the week long IEMC.

Morris thanked Tuma for his work on the 9-1-1 legislation. Tuma recognized Legislative Policy Advisor Dave Krahn for his invaluable assistance and diligence throughout the legislative process.

**Medical Examiner's Office – Updates on the Following Items:**

- 2009 Budget
- Capital Project
- Tissue Bank

Tissue Bank Update:

The Tissue Bank contract is going out for bid at the recommendation of Purchasing. Instead of offering the opportunity for the various services providers to share a contract at a set rate per month (currently \$1200), Purchasing has determined that minimum bid would be set for the entire year in an effort to generate more revenue. Biedrzycki expressed some reservations; however, she stated she would be willing to try it for a year.

At the request of Morris, Biedrzycki explained the background information and functions of tissue bank agencies. She talked about some of the complexities and challenges the Medical Examiner's Office faces in working with the tissue bank agencies in coordinating the donation process.

Wolff left at 10:21 a.m.

Capital Project Update:

Biedrzycki provided an update on the progress of the Medical Examiner's Office renovation project. At this point, it appears that the project would be completed by February 2010. The first phase of the project, the upstairs remodel, is almost done. Once the staff moves upstairs the downstairs construction, including the new morgue and sally port, will begin. Biedrzycki passed around a drawing of the layout of the new morgue cooler. It will have the capacity to hold up to 32 bodies; the current cooler capacity is about 6 bodies.

Considering that this project bid came in under budget, Cummings inquired whether there were any items omitted that Biedrzycki would have liked to see included in the project. Biedrzycki stated that smart boards (flat screen touch boards) at each autopsy station would be beneficial for documentation purposes in place of paper notes and diagrams; however, in light of the current County budget constraints overall, it would not be a reasonable request at this time.

Johnson reviewed the handout titled *2009 Medical Examiner – Budget History and Current year Status*. She stated that things are typical and there are no real issues at this point. Upon review of the Revenues, Johnson pointed out that revenues are up over last year due to the increase in the cost of cremation permits. Charges for Services reflect a \$10,700 increase in contract autopsy revenue received in 2009 versus 2008. Other Revenue includes the tissue bank contract, which runs year to year from September to September.

Johnson continued with a review of Expenditures, noting that Personnel costs are lower due to the pathologist vacancy. Temporary help is being utilized to fill that need until the position is filled. Operating Expenses and Interdepartmental Charges are all running on budget.

Tortomasi asked if there has been any progress in recruitment of a pathologist. Biedrzycki stated she had hoped to have a pathologist begin work in July; however, there are some licensing issues with that individual, so things are uncertain at this point. She added that in addition to the temporary pathologist's help, Dr. Huntington in Madison is retiring soon and has offered his assistance. To answer Morris's question, Johnson stated that personnel costs probably would be under budget this year because of the pathologist position vacancy, since the temporary help is part-time with no benefit costs.

Reverting to the discussion of the flat screens for the new morgue, Morris asked if the new facility would be wired to accommodate them. Morris suggested that if there is a cost savings in Personnel, couldn't those funds be used to purchase the flat screen/whiteboards? Biedrzycki stated she would review the floor plans for the wiring capabilities. She would need to investigate further the actual costs of the whiteboards and associated software and maintenance for the four autopsy stations and report back to the Committee. Morris, Cummings and Tortomasi voiced their whole-hearted support of the purchase for inclusion in the new Medical Examiner facility. Biedrzycki agreed that the whiteboards would save time and be much more efficient. Falstad also supported the proposed purchase.

Morris thanked Biedrzycki for the informative presentation.

#### **Legislative Update**

Olson gave a brief update on the 9-1-1 sunset provision. Agreeing with Tuma's previous comment, Olson stated that Dave Krahn played an instrumental part and should be credited for his efforts.

Cummings moved, second by Falstad, to adjourn at 10:43 a.m.

MOTION: Cummings moved, second by Falstad, to adjourn at 10:43 a.m. Motion carried 5-0.

Respectfully submitted,

Kathleen M. Cummings  
Secretary